

**South Central Wyoming Emergency Medical Services  
PO Box 1192 / Saratoga, WY 82331 / info@scwems.com**

**June 16, 2025 6PM**

**Official Minutes**

**Saratoga EMS Station**

The meeting started at 6:07 pm on Monday June 16, 2025. Those present in person were Irene Archibald, Director, Stayton Mosbey, Bookkeeper, Mandy Goodwin, Shana Romero, Penny Layman, Marie Christen, Carl Bickel and Mayor Morgan Irene. Kenzie Strauch and Gayle Wessel were present on Google Meets.

**Guest Presentation** - Sheriff Bakken, Patti Shue and Steve Martin were present. Orientation for the new board members will be scheduled before the next meeting, possibly July 9th at 6pm at the Saratoga EMS Station.

**Additions/Corrections to the Agenda** – No changes to the agenda. Mayor Morgan Irene motioned to approve the agenda. Marie Christen seconded. Motion carried.

**Approval of meeting minutes** - Marie will send out the minutes from the last meeting and this meeting immediately after the meeting.

**Financials/Bookkeepers Report**

Bookkeeper Mandy Goodwin said we need to add 2 bills to this total to \$9,653.86. She reviewed the financials and we have received \$28,975.89.

- 1) Debit card transactions in the amount of \$3,443.02
- 2) Unapproved bills paid since last meeting in the amount of \$22,232.83
- 3) Bills to be paid after approval in the amount of \$9,115.03

Mandy stated that we were over budget on the ambulance by \$8,000 but Mayor Morgan Irene stated that we had originally budgeted this several years ago when we first ordered the ambulance. Mayor Morgan Irene stated that we had a study made several years ago, the recommendation was that SCWEMS needed 2 ambulance stations to keep the service going for the area that we service. We hope to have our reimbursements from the state by the end of July. Penny Layman motioned to approve the financials and pay the bills, seconded by Carl Bickel. Motion carried. Bookkeeper Mandy went through the Treasurer's Report with the board. Mayor Morgan Irene made a motion to approve the Treasurer's Report, seconded by Kenzie Strauch. Motion carried.

**Director's Report** - See attached.

**Old Business**

- EMSMC Medical Billing Company - we are slowly getting deposits from them. Medicare is having a 14 day turnaround but we aren't seeing that currently. We have every other week meetings with the company and will be meeting with them next Wednesday.
- FY2026 Budget - 3rd Reading - Mayor Morgan Irene made a motion to approve the 25-26 Budget. Kenzie

Strauch seconded. Motion carried.

### **New Business**

- Carbon County Sheriff Dispatch Agreement - There are several divisions in the Sheriff's Office and starting July 1st, the Dispatch Division will be unified with Saratoga Dispatch. This MOU is for dispatching for all of SCWEMS and there is no fee schedule or cost for it. Director Stayton Mosbey will be a part of the advisory board. The MOU has been reviewed by the county attorney. Mayor Morgan Irene made a motion to approve the MOU. Marie Christen seconded. Motion carried.
- NPVMC Agreement - Payment of Last Resort contract has been sent to the attorney for review. We are looking for an attorney to review for SCWEMS.
- FY 2026 Meeting Schedule - the board reviewed the meeting dates and times for the upcoming fiscal year. Kenzie Strauch made a motion to approve the meeting dates and times. Mayor Morgan Irene seconded. Motion carried.
- Motion to authorize sale of MS272, a 2003 F-350 Type 1 4x4 Ambulance with a minimum bid - Bid opening will be at the next meeting. 180,000 miles are on the ambulance and Director Mosbey suggested that the minimum bid should be at least \$5,000-\$7,000. Marie Christen made a motion to authorize the sale of MS272 with a minimum bid of \$7,000. Penny Layman seconded. Motion carried.
- Motion to authorize sale of a Stryker PowerPro Stretcher with a minimum bid of \$1,000. Penny Layman made a motion to authorize sale of the stretcher with a minimum bid of \$1,000. Motion carried. Marie Christen seconded. Motion carried.
- Volunteer Representatives - in our bylaws, we have a representative from the North Side and the South Side of the service areas who are selected by the volunteers. The appointment to the board is good for 1 year. Mandy will ask all of the volunteers and employees to see who they would like to represent them.

### **Executive Session**

Marie Christen moved to go into Executive Session at 8:22 pm, seconded by Penny Layman to discuss matters regarding personnel. Motion carried.

Carl Bickel moved to leave Executive Session at 8:28 pm noting no action was taken, seconded by Penny Layman. Motion carried.

**Any Further Business / Good of the order** - no further business.

### **Adjourn**

Mayor Morgan Irene moved to adjourn at 8:28 pm, seconded by Penny Layman. Motion carried.

Next meeting: July 21, 2025, 6pm, Encampment, WY

Respectfully,

**Marie Christen**

7/21/2025 Irene Archibald  
Date Irene Archibald, Chairman

TO: South Central Wyoming Joint Powers Board

FROM: Stayton Mosbey, Director SCWEMS

RE: Board Update – June 2025

Staffing

1. Applications pending:
2. Carter Smith, EMT (from Laramie) resigned

Vehicles

1. 60 – Hanna
2. 266 – 2nd out Hanna
3. 267 – 2nd out Saratoga
4. 268 – Primary Saratoga
5. 269 – Encampment
6. 272 – moved to Saratoga and decommissioned in prep for sale
7. 253 – Pending delivery

Operations

1. NPVMC transfers
2. Attended the WYEMSA leadership conference in Cody.
3. Completed the Motorola APX radio programming class, paid for by CWHCC. Virtual training, went well. I have applied to WYDOT for a system key to be able to program WyoLink. These parts will be covered by the healthcare coalition.
4. Saratoga Days final planning meeting to be held 6/19 in Saratoga.
5. Initial ambulance inspection went well. A few minor issues were discovered that Lifeline is paying to have corrected. We expect to have possession of the unit 6/23 at the latest. Stryker will be doing stretcher training 6/25.

Training

1. PALS class scheduled 6/20 and 6/21 in Saratoga
2. BLS scheduled in Medicine Bow 7/7
3. Classic Air held a training in Encampment 6/1.